

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

January 29, 2016:

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 8:00 o'clock a.m., Friday, January 29, 2016.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Commissioner Mike Williams, Margie Bailly, Brian Hayer

Absent: Randy Thorson, Tracy Walvatne

Chairperson Commissioner Williams called the meeting to order.

Item 1: Approve Order of Agenda

Member Hayer moved the Order of Agenda be approved as presented. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of December 4, 2015

Member Hayer moved the minutes of the December 4, 2015 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 3: On-Street Parking Enforcement Changes and Implementation Update

Senior Planner Joe Nigg presented an update noting the proposed launch date for the on-street enforcement changes in the downtown area is February 2016. He noted that contract amendments with Interstate Parking and Duncan Solutions have been finalized as well as the necessary ordinance changes. Mr. Nigg also stated that the City and Interstate Parking were working on a media campaign to align with the official launch date of the enforcement changes and a 2016 parking guide which will accompany any warning citation. Mr. Nigg stated the 2016 parking guide would also be distributed to merchants in the downtown area to improve communication of parking options to clients and customers and that it would also serve as an 'event parking' guide.

Item 4: Draft On-Street Enforcement Policy

Andy Renfrew, Interstate Parking, presented a draft On-Street Parking Enforcement Policy that will be used by Interstate at which time Interstate assumes administration of the downtown on-street enforcement program.

Item 5: On-Street Data Collection

Mr. Nigg provided a brief summary including a map of the downtown core area and the 8 defined data collection areas. He stated the utilization of on-street capacity has increased since 2011 due to increased activity in the downtown area as well as the

transition of underutilized 'fringe' blocks to 4-hour time zones. He added both on-street and off-street data collection will assist the Parking Commission in making more informed decisions on the management of both on-street and off-street parking resources.

Item 6: 2nd Avenue & Roberts Street RFP and Next Steps

Mr. Nigg gave an update on the 2nd Avenue and Roberts Street Request for Proposals (RFP) including the proposed timeline of the RFP review and interview process.

Item 7: LinkFM (downtown circulator) Update

Commissioner Williams and Mr. Nigg provided an update on the LinkFM downtown circulator.

Item 8: Interstate/Operator Report

a. November and December Financials

Andy Renfrew, Interstate Parking, reviewed the November and December financial and operations reports.

Item 9: Updates

a. Marketing Sub-Committee

Mr. Nigg reviewed the priority items for the marketing sub-committee including development of a general marketing strategic plan and budget; update to the parking guide and downtown residential parking permit program brochures; and updated downtown parking signage.

b. Civic Ramp and IPR Condition Assessment RFP

Mr. Nigg stated City staff would like to establish a selection committee to review proposals received for the condition assessment at both the Civic Ramp and Island Park Ramp. Commissioner Williams and Member Hayer volunteered to serve on this committee.

c. GTC Garage Condition Assessment RFP

Mr. Nigg provided an update on this RFP, noting the selection committee has decided to pursue a contract with KLJ Engineering and Trogstad Engineering to complete this project.

Item 10: Other Issues or Public Comments

Planning Director Jim Gilmour provided an update to the Parking Commission on upcoming staffing changes within the Planning Department. Mr. Gilmour stated that Planner Derrick LaPoint will be the main contact for parking and renaissance zone related items going forward.

The time at adjournment was 9:00 a.m.